

## CHAPTER 26. EVALUATE INSPECTION AUTHORIZATION

### SECTION 1. BACKGROUND

#### 1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

*A. Maintenance:* 3512

*B. Avionics:* 5512

**3. OBJECTIVE.** This chapter provides guidance for issuing an inspection authorization (IA).

**5. GENERAL.** Advisory Circular (AC) 65-19, Inspection Authorization Study Guide, current edition, serves as a reference and study guide for persons interested in obtaining an IA.

*A.* There is no limit on the number of IA's that may be issued by a given field office. No qualified applicant should be refused the opportunity to take the test.

*B.* Aviation safety inspectors (ASI), should urge the holders of an IA to obtain and subscribe to changes for AC's and other pertinent publications. ASI should offer guidance for obtaining the required data, as requested. However, the responsibility for obtaining this material rests with the holder of the IA.

**7. ELIGIBILITY.** The ASI shall establish the applicant eligibility before allowing the applicant to test. None of the requirements of Title 14 of the Code of Federal Regulations (14 CFR) part 65, § 65.91 can be waived by the ASI.

*A.* The applicant must hold a current mechanic's certificate, with airframe and powerplant ratings, that has been in effect for at least three years. The applicant must have been actively engaged in maintaining certificated aircraft for at least the two-year period before applying.

*B.* There must be a fixed base of operation at which the applicant can be located in person or by telephone. This base need not be the place where the applicant will exercise the inspection authority.

*C.* The applicant must have available the equipment, facilities, and inspection data necessary to conduct proper inspection of airframes, powerplants, propellers, or any related part or appliance. This data must be current.

*D.* The applicant must pass the IA knowledge test, testing the ability to inspect according to safety standards for approval constituting return to service an aircraft, related part, or appliance after major repairs, major alterations, annual, and progressive inspections performed under 14 CFR part 43. There is no practical test required for an IA.

**NOTE:** The ASI should see “Section 2, Procedures” of this chapter for instructions to determine applicant eligibility.

**9. KNOWLEDGE TEST.** The knowledge test establishes the applicant's ability to read, understand, interpret, and apply the regulations, policies, and procedures set forth in Federal Aviation Administration (FAA) publications. The ASI should discuss the test procedures with the applicant, ensuring the applicant understands the test procedures.

*A.* The following documents will be required at the test site:

(1) An ID with current photo, signature, and applicant's residential address.

(2) A completed FAA Form 8610-1, Mechanic's Application For Inspection Authorization, with signature of approving inspector.

*B.* There is a three-hour time limit that is controlled by the computer.

*C.* The test has 50 questions and one section.

*D.* The minimum passing score is 70, and if the test is failed, there will be a **90-day waiting period before retesting is allowed**. An attempt to retest prior to the waiting period is contrary to part 65, and could result in revocation of any airman certificates held.

*E.* When the applicant enters the actual testing area, he/she is only permitted to take scratch paper furnished by the test administrator and an authorized calculator, approved for use in accordance with FAA Order 8080.6, Conduct of Airman Knowledge Testing Via the Computer Medium, and AC 60-11, Aids Authorized for Use by Airman Written Test Applicants. All reference material will be provided by the test center, the applicant need not take IA reference materials to the test.

*F.* The applicant will be instructed by the test administrator on the operation of the computer for the test, and will be given an opportunity to do a practice test prior to taking the actual test.

*G.* The applicant is responsible for making arrangements with the Computer Test Center for his/her knowledge test as outlined in AC 65-19.

**11. DURATION OF AN IA.** An IA expires March 31, of each year and ceases to be effective whenever either of the following occur:

- The authorization is surrendered, suspended, or revoked. When this occurs, the inspector shall request the holder to return the authorization, FAA Form 8310-5.
- A holder fails to meet the renewal requirements of §§ 65.91(c)(1) through (4).

**13. PRIVILEGES OF AN IA.**

A. When exercising the privileges of an IA, the holder may:

- Inspect and approve for return to service major repairs and major alterations, if the work was done according to technical data approved by the Administrator

- Perform an annual inspection
- Perform or supervise a progressive inspection

B. An IA holder shall not approve, for return to service, major repairs, major alterations, or inspection on an aircraft maintained in accordance with a continuous airworthiness program under 14 CFR part 121.

C. When operating away from the district office having geographic responsibility, the IA holder should notify the district office in the area where the work will be performed, before exercising the authorization. The IA holder should submit FAA Form 337 to the local office where the work was performed.

D. An IA holder who changes the fixed base of operation may not exercise the privilege of the authorization before notifying the district office or international field office for the area where the new base is located. This notification must be in writing.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

#### A. Prerequisites:

- Knowledge of the regulatory requirements of 14 CFR parts 39, 43, and 65.

#### B. Coordination. None

### 3. REFERENCES, FORMS, AND JOB AIDS.

#### A. References:

- AC 60-11, Aids Authorized for Use by Airman Written Test Applicants
- AC 65-19, Inspection Authorization Study Guide, current edition
- FAA Order 8080.6A, Conduct of Airman Knowledge Tests Via The Computer Medium
- FAA Order 8300.10, vol. 2, ch. 26, Evaluate Inspection Authorization

#### B. Forms:

- FAA Form 8310-5, Inspection Authorization
- FAA Form 8610-1, Mechanic's Application for Inspection Authorization

#### C. Job Aids. None.

### 5. PROCEDURES.

A. *Establishing Eligibility.* The applicant's eligibility should be determined prior to taking the IA knowledge test. The ASI conducting the eligibility interview should:

(1) Instruct the applicant to complete and sign two FAA Form 8610-1, Mechanic's Application for Inspection Authorization.

(2) Require the applicant to provide positive proof of identification. The identification presented must include a current photograph of the applicant, the applicant's signature, and the applicant's actual residential address if different from the mailing address in block 3, FAA Form 8610-1. Acceptable forms of identification include, but are not limited to, driver's licenses, government identification cards, passport, alien residency cards, and military identification cards.

B. *Review for Completeness.* When the applicant completes the FAA Form 8610-1, the ASI determines that the applicant meets the requirements stated on the form, including the prior 2-year work requirement. The ASI may wish to contact the employing agency. The ASI should proceed with the following:

(1) Conduct a search of the Enforcement Information Subsystems (EIS) to determine if any suspension or revocations are in effect against the mechanic's certificate.

(2) Review the applicant's publications and technical data as listed in AC 65-19, appendix 2, current edition. Determine that it is complete and up to date and how this material will be kept current.

#### C. Establishing Qualifications.

(1) Interview the applicant to the extent necessary to determine that he/she is qualified per the requirements for the authorization as specified in section 65.91 (c)(1) through (4). The ASI may wish to visit the applicant's facility if necessary to verify that the applicant meets these requirements prior to granting permission to test.

(2) Once qualification has been established, the inspector should note this in item 14 of FAA Form 8610-1 by checking the endorsement box and writing the date under the work ENDORSEMENT. The approving inspector will then sign his/her name in the signature block of item 14 and print the name under the signature. Complete item 14 by adding the office identification in the appropriate block of that section. In item 12 (Remarks) enter the statement "Endorsement expires in 30 days."

#### D. Instructions for Testing.

(1) The applicant should be instructed what must be presented at the test site. This includes the required ID, a completed FAA Form 8610-1 signed by the interviewing FAA ASI, and an authorized calculator. Inform the applicant where the test may be taken. The IA test is available at only one location in most FSDO districts. If the applicant fails the test he/she may retest after 90 days by presenting the failed test report at the test site. The applicant need not return to the FSDO for additional authorization to test. When the applicant returns with a passing test report, the ASI issuing the IA may wish to review the applicant's qualification again if a substantial amount of time has elapsed in the testing process (6 months or more). Testing may be allowed at a test site in another district office's area of jurisdiction. You may call AFS-630, Operations Standards Support Branch, at the Mike Monroney Aeronautical Center in Oklahoma City, OK, (405) 954-6677 for the locations of test sites.

(2) The ASI should open a file in the mechanic's name accessible to other FSDO office personnel as needed. One of the two FAA Form 8610-1 will be held here until the applicant returns with a passing test results.

(3) When the applicant returns with a test report the ASI should review it, noting the number of the test takes and date. If the applicant has taken the test more than once

the ASI should determine the reason. It may be that the applicant has used the option of retaking a **passed** test after 30 days in hopes of obtaining a better score or has fraudulently retaken a **failed** test in less than the 90-day waiting period. If the ASI cannot determine this to his/her satisfaction locally, contact AFS-630, Operations Standards Support Branch, (405) 954-6677, for a complete review of the applicant's testing activity.

## 7. TASK OUTCOMES.

### A. File PTRS Data Sheet.

B. *Issue the IA.* When an applicant successfully completes the test, issue an IA, FAA Form 8310-5, as follows:

(1) Type all information on the face of FAA Form 8310-5.

(2) Enter the mechanic's full name in the space provided.

(3) Make certain that the mechanic's certificate number entered on this form is the same as that appearing on the applicant's mechanic certificate, Aeronautical Center Form 8060-1. Have the applicant sign FAA Form 8310-5 in ink. Forward the Form 8610-1 to the Airmen Certification Branch, AFS-760. Retain a copy for the district office files. Enter information into the Vital Information System (VIS).

**NOTE: The FAA Form 8610-1 the applicant takes to the test site is retained and destroyed by the test site. This is done to preclude the applicant from fraudulently reusing the form to retake test in less than 90 days if the test is failed.**

**9. FUTURE ACTIVITIES.** Inform the IA holder of the requirement to report any change of base of operation. Conduct annual IA renewal and routine surveillance.